

# **Preparing Winning Grant Applications**

2004 California Southwest  
Recreation and Park Conference  
Part II

# Presented by:

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# Objectives

Participants will learn how to develop a successful grant application using the following steps:

- Identify key application requirements
- Prepare a grant project description
- Prepare supplemental materials
- Obtain final review

# Understand Grant Program Intent

- Statutory language (if applicable)
- Research



# Grant Project Description

**The proposal explains why a project is being undertaken, what will be accomplished, where it will take place and who or what will benefit or change.**

# Criteria

## Look for Key Words

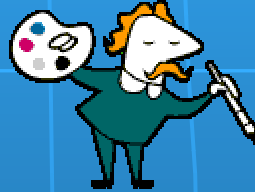


“Describe how your program will enhance the natural and cultural environment”.

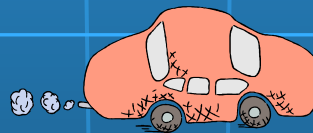
“Explain how the volunteer program will meet the needs of a diverse audience”.

# Other Considerations

- Paint a picture...



- Transportation...



- Impact on community...



# Budget Materials

## ■ Funding sources

Funding Source	Amount	Status
Acme Corporation	\$3,000	Received
California Historical Association	\$2,500	Pledged Pending receipt of grant
Save our Resources Fndtn.	\$3,000	Committed
Jones Foundation	\$1,000	To be submitted in January 2005
Various donations	2,0000	To be solicited per fundraising plan

## ■ Match

- Be Creative
- Hard and Soft match



# Cost Estimate

- Make sure to use eligible costs
- Be Realistic
- Detailed but not too detailed

# Application Materials

- Partnership Agreements
  - Roles and responsibilities
  - Examples:  
Joint Powers Agreement, Memorandum of Understanding, other
- Support for Project
  - Quality not quantity
  - Community involvement
  - Partnerships

# Application Materials (continued)

- Maps
  - Location maps
  - Site maps/plans
- Timeline
  - Be realistic
  - Show milestones
- Photos

# Critical Laws

- Environmental (CEQA/NEPA)
  - Address early on in project
  - Specific to project
- Accessibility (ADA and others)
  - Identify ADA coordinator

# Land Tenure

- Types
  - Confirm program requirements
    - Control
    - Length of time
    - Revocability (mutual and for cause)

# Format

- Sequence of materials
- Page numbers
- Font
- Table of Contents/Tabs
- # of Copies
- Appearance

# Review Before Submitting

- Peer Review
- Disinterested party
- Can they tell you:
  - Problem
  - How you are addressing it
- Allow time to revise



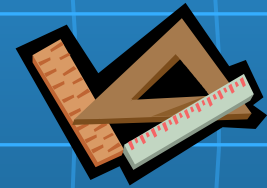
# Comments You Never Want to Hear an Evaluator Say

- “What kind of budget is this? They want us to pay for what?”
- “What the heck do they want?”
- “Where is this located, anyway?”
- “I need a magnifying glass to read this font.”
- “Were they writing a grant or a novel?”
- “Does the word ‘deadline’ mean anything?”



# Grant Administration and Implementation

- Be familiar with requirements – develop work plan
- Progress Reports/Measurable Outcomes
- Record keeping/Budget tracking
- Meet Deadlines!
- Public relations/Ceremonies



# Group Exercise

- 1) Write a brief project description for a Grant.
- 2) Identify 3 or more points that you will incorporate from this presentation in writing your grant.
- 3) Get in small groups and discuss.

# Top 10 Reasons for Successful Applications

- 1) Project fits program intent
- 2) Projects address each criteria
- 3) All supplemental materials included
- 4) Narrative makes it easy for reviewers to understand project
- 5) Consistency throughout proposal

# Top 10 Reasons (continued)

- 6) Realistic budget
- 7) Clearly outlines need for project and how addresses need
- 8) Demonstrate sustainability
- 9) Clearly organized application
- 10) Realistic time frame

# For More Information:

- Website: [www.parks.ca.gov](http://www.parks.ca.gov)
- Office of Grants and Local Services  
Phone number: 916-653-7423  
Web: click on "Grants and Bond Acts"
- Planning Division  
Phone number: (916) 653-9901.  
Web: click on [Planning, Planning Division](#), and then [Park and Recreation Technical Services \(PARTS\)](#).